



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्स्टिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

No.: CBSE/ACAD&VOC/JD/03-2013/RD-VIII

Date: 08.03.2013

### WALK IN INTERVIEWS

The CBSE will hold WALK-IN-INTERVIEWS for the **Education Officer, Consultant, Proof Reader and Typist** positions to be filled on short-term contract basis. These posts are purely temporary. Selected candidates will be posted at CBSE offices located in Delhi. Preference will be given to the candidates residing in Delhi/NCR. The contract may be renewed as per requirement and on the basis of satisfactory performance.

**1. Name of the Post:** - Education Officer (On Contract)

**Area:** - Mathematics/ Chemistry/ Biology/ Commerce

**Tentative No. of Posts:** 04 (Four)

**Place of Posting:** - CBSE offices at Delhi

**Age Limit:** - Preferably not above 62 years.

**Salary/Fee:** - Rs. 55,000 – 70,000 consolidated per month, commensurate to the qualifications & experience of the candidate. Higher start may be given to the deserving candidates.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

Sl. No.	Area	Essential Qualification	Desirable Qualification	Experience
1.	Mathematics / Chemistry/ Biology/ Commerce	<ul style="list-style-type: none"> <li>Post Graduate in related subject mentioned with at least second division from a recognized University/ Institute.</li> <li>Working Knowledge of Hindi and English.</li> </ul>	<ul style="list-style-type: none"> <li>MPhil/PhD degree.</li> <li>Degree in Management / Communication or related area</li> <li>PG Diploma in Educational Administration</li> <li>Published work.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant should be having at least five years relevant service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 7600/- or equivalent service/ remuneration in reputed private organisation at similar status.</li> <li>or</li> <li>With at least ten years relevant service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 6600/- or equivalent service/ remuneration in reputed private organisation at similar status.</li> <li>or</li> <li>Having 12 years experience as Principal/ PGT of a Higher/Sr. Secondary School/ Intermediate College.</li> <li>or</li> </ul>

				<ul style="list-style-type: none"> <li>• 10 years experience as a Lecturer in NCERT/SCERT/State Institute of Education/Department of Education of University/ Institute.</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>• Experience in organizing seminars in-service course, training programmes, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets etc.</li> <li>• Experience of conducting University/ Public/Board Level Examination.</li> <li>• Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement. Preparation and production of text books.</li> </ul>
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**2. Name of the Post:** - Consultant

**Subjects:** - English/ Mathematics/ Hindi/ Physics/ Chemistry/ Commerce/ History/ Geography/ Economics.

**Tentative No. of Posts:** 09 (Nine)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Post-Graduation in the related subject mentioned (English/Mathematics or Statistics or Operation Research/ Hindi/ Physics/ Chemistry/ Commerce or Management/ History/Geography/Economics) or equivalent with at least 45% from a recognized University. BE/ B.Tech/ B.Sc (Engineering) or equivalent degree holders are also eligible for Consultant (Mathematics/ Physics/ Chemistry) positions.
- Minimum five years of experience in enrichment and support material production for classes I to XII.
- Excellent communication skill.

**Desirable:**

- PhD/NET/SLET or any equivalent qualification.
- Able to handle editing, proof reading and composing of material.
- Teacher experience of national / international curriculum.
- Computer skills including MS Office applications and Internet use. Desktop publishing will be considered an added qualification.
- Ability to organize seminars, workshops and training programmes.
- Excellent command over English and Hindi Language.
- Experience in aspects of Continuous and Comprehensive Evaluation (CCE).

3. **Name of the Post:** - Consultant (Academic Affairs)

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Post Graduate Degree in any discipline or equivalent.
- Bachelor of Education (B.Ed.) Degree.
- Excellent communication skill.

**Desirable:**

- Master of Education (M.Ed.) Degree
- Candidate should be conversant with the academic activities and functions of the CBSE.
- Minimum one year teaching experience in any CBSE affiliated school.

4. **Name of the Post:** - Consultant (Student Affairs)

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Post Graduate Degree in any discipline or equivalent.
- Bachelor of Education (B.Ed.) Degree.
- Excellent communication skill.

**Desirable:**

- M.Ed. Degree
- Post Graduate Degree in Psychology.
- Degree/ Diploma in Guidance and Counseling.
- Computer literate
- Experience in noting/ drafting.
- Candidate should be conversant with the academic activities, examination system and functions of CBSE.
- Minimum one year experience of guidance and counseling in any CBSE affiliated school.

5. **Name of the Post:** - Consultant (Data Analyst)

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Post Graduate Degree preferably in Statistics/ Psychology/ Education/ Mathematics or equivalent with at least 45% from a recognized University/ Institute.
- Minimum five years of relevant experience.
- Excellent communication skill.

**Desirable:**

- Computer skills including SPSS, MS Office applications and Internet use. Desktop publishing will be considered an added qualification.
- Ability to analyze the data at large scale.
- Ability to prepare reports, presentation, write-up.
- Excellent command over English and Hindi Language.
- Experience in aspects of Continuous and Comprehensive Evaluation (CCE).

**6. Name of the Post:** - Consultant (Data Analyst-IT)**Tentative No. of Posts:** 01 (One)**Place of Posting:** - CBSE offices at Delhi**Age:** - Preferably not above 60 years**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.**Qualifications:-****Essential:-**

- Graduate Degree preferably in Statistics/ Psychology/ Education/ Mathematics or equivalent with at least 45% from a recognized University/ Institute.
- Minimum five years of relevant experience.
- Excellent communication skill.

**Desirable:**

- Computer skills including SPSS, MS Office applications and Internet use. Desktop publishing will be considered an added qualification.
- Proficiency in data validation, cleaning, analysis.
- Proficiency in reporting of large volume of primary and secondary data.
- Experience in data management.
- Excellent command over English and Hindi Language.
- Experience in aspects of Continuous and Comprehensive Evaluation (CCE).

**7. Name of the Post:** - Consultant (Finance & Accounts)**Tentative No. of Posts:** 01 (One)**Place of Posting:** - CBSE offices at Delhi**Age:** - Preferably not above 60 years**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.**Qualifications:-****Essential:-**

- Post Graduate Degree in Commerce / CA/ ICWA/ MBA (Finance) or equivalent.
- Minimum five years of relevant experience.
- Excellent communication skill.

**Desirable:**

- Candidate should be conversant with the government rules and regulations / office procedures pertaining budget preparation, accounts and audit under financial procedures.

**8. Name of the Post:** - Consultant (General Administration & Establishment)

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Post Graduate Degree in any discipline.
- Minimum five years of relevant administrative experience in any government/ semi govt./ reputed private organisation etc. or equivalent.
- Excellent communication skill.

**Desirable:**

- Post Graduate Degree in Management/ Law
  - Candidate should have leadership qualities and requisite experience in one or more of the following areas:-
    - Administrative matter including legal, recruitment, establishment etc.
- AND/ OR**
- Materials management, procurement/ distribution of materials, tender etc.
- AND/ OR**
- Purchase, Import procedures/ stores accounting, staff verification etc.
  - Computer literacy and practical experience of using relevant software in related areas.

**9. Name of the Post:** - Consultant (Internal Audit)

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary/fee:** - Rs. 40,000 – 50,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of one year or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Master's degree from recognized University
- Qualified in SAS or its equivalent Account Services Examination of Central/ State govt. or equivalent experience at level position.

**Desirable:**

- Minimum five years of relevant experience in any government/ semi govt./ reputed private organisation.

**10. Name of the Post:** - Proof Reader

**Tentative No. of Posts:** 02 (Two)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 45 years.

**Salary/ Fee:** - Rs. 20,000-30,000 consolidated per month, commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** For a period of eighty nine (89) days or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Graduation in any discipline with at least second division from a recognized University.
- Knowledge of Computer skills including MS Office applications and Internet use, Hindi/English type work.
- Minimum two years working experience in proof reading of books of Hindi/English manuscripts in Govt./international/ National Agency/Reputed Private Sector.

**Desirable:**

- Diploma/Certificate in proof reading or related area.
- Degree/Diploma/Certificate in translation.

**11. Name of the Post:** - Typist

**Tentative No. of Posts:** 02 (Two)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 45 years.

**Salary/Fee:** - Rs. 15,000-20,000 consolidated per month, commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of eighty nine (89) days or as decided by the Board on purely contract basis; may be renewed as per requirement of the Board.

**Qualifications:-**

**Essential:-**

- Graduation in any discipline with at least second division from a recognized University.
- Minimum Hindi Typing Speed @30 w.p.m. and English Typing Speed @ 35 w.p.m. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
- Minimum two years working experience in Govt./international/ National Agency/Reputed Private Sector.

**Desirable:**

- Computer skills including MS Office applications and Internet use.
- Diploma in Computers and/or Office Management and Secretarial Practice.

**Important Instructions:**

1. The walk in interviews will be held on **16.04.2013 (Tuesday)** at **Central Board of Secondary Education, "Shiksha Sadan", Academic & Training Wing, 17, Rouse Avenue, New Delhi 110002.**
2. The applicants are required to register on-line from **11.03.2013 (10:00 am)** to **31.03.2013 (5:30 pm)** on the web link provided on <http://www.cbseacademic.in/>
3. Names of short listed candidates for the walk in interviews will be displayed on the CBSE's website <http://www.cbseacademic.in>. The candidates are advised to view the website and appear for the interview accordingly.
4. The candidates must bring original certificates for verification and submit detailed Curriculum Vitae with a recent attested colored photograph along with copies of all relevant certificates (including character certificate and residential proof) duly attested by the Head of an educational institution (or) any Gazetted officer at the time of interview.

5. CBSE may relax any of the conditions / eligibility criteria as its discretion.
6. CBSE has the right to set different as well as higher norms, while short listing, taking into the requirements of the concerned units/departments. Mere fulfillment of qualification requirements does not entitle candidate to be called for interview. Board reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other relevant achievements.
7. CBSE reserves the right to fill or not fill any or all the posts advertised.
8. Direct nominations can also be made by an eminent scholar/expert/professional or reputed group for advertised positions to the undersigned on or before the last date of online registration. For consideration of such nominations (if any), the decision of the Chairman, CBSE will be final and conclusive.
9. The invitation to candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
10. CBSE reserves the right to screen and call only such candidates as are found *Prima facie* suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
11. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview.
12. CBSE may consider candidates whose area of specialization lie outside those stated herein, provided these persons have an outstanding record.
13. The candidate is responsible for the correctness of the information provided in the application.
14. If it is found at a later date that any information given in the application is incorrect / false the candidature / appointment is liable to be cancelled / terminated.
15. All advertised jobs require full devotion and consume a lot of time, so selected candidates may not be allowed to take other assignments / employment or study in regular mode in Government and Semi-Government Organizations, Private Organizations, Public Undertakings, University and Educational Institutions etc. Candidates must apply through their present Institutions/ organization/employers and submit *No Objection Certificate* at the time of registration/Interview. All candidates employed with private Organizations / Institutions / Universities etc. must attach a copy of last two years "Form-16".
16. Any subsequent amendments/modifications etc. on the matter will be notified only in the CBSE Academic website <http://www.cbseacademic.in>
17. In case of recruitment to the advertised positions, the CBSE may conduct examination/ seminar/ presentation/written test/ computer test etc. as a method for further short listing of candidates as may be decided by the competent authority.
18. The CBSE reserves the right to offer a post at a level lower or higher than that applied for, depending upon the qualifications, experience and performance of the candidate.
19. The CBSE reserves the right to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential/new vacancies.
20. The CBSE reserves the right to consider "in absentia" candidature of those who may not have applied or who may have applied but are not able to appear for the interview.
21. All candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down in the advertisement.
22. Application sent other than ONLINE is liable to be rejected.
23. Canvassing in any form may lead to cancellation of candidature.
24. Grading system, followed by a recognized Board/Institute/University shall also be considered eligible.

25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment/extension letter, the Board reserves the right to modify/ withdraw/ cancel any communication made to the candidate/selected/appointed person.
26. CBSE will not pay any TA/DA etc. for appearing in the interview even if a scheduled interview is not held.
27. Retire person may also apply.

**IMPORTANT DATES:**

Sl. No.	Event	Date
1.	Starting of on-line Registration(Application/ form submission)	<b>11.03.2013</b>
2.	Last date of online Registration (Application/form submission)	<b>31.03.2013</b>
3.	Tentative date of display of list of shortlisted candidates/Interview schedule with details at CBSE website <a href="http://www.cbseacademic.in">http://www.cbseacademic.in</a>	<b>12.04.2013</b>
4.	Tentative date of Interview at Academic & Training Wing, CBSE	<b>*16.04.2013</b> (*If number of shortlisted candidates is large, Interview date(s) may be extended/ rescheduled )

**(Ram Shankar)**  
**Assistant Professor & Joint Director**  
**CBSE**